

Protocol Area 1 (Activity 3)

Mental Health Services Reviewer
Training
Spring 2006



HEAD START

Protocol Area 1: Program Planning and Management for Quality Mental Health Services

Integration of Mental Health Services in Head Start Systems

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- **Integration of Mental Health Services in
Head Start Systems**

- Design of service
- Written Plan, Record-Keeping and Reporting, Self-Assessment Monitoring
- Organizational Structure, Supervision of Staff, Staff Qualifications
- Coordination with Disabilities
- Community Resources

Philosophy of Mental Health in Head Start

- Head Start embraces a vision of **mental wellness**. The objective of 45 CFR 1304.24 is to *build collaborative relationships among children, families, staff, mental health professionals, and the larger community, in order to enhance awareness and understanding of mental wellness and the contribution that mental health information and services can make to the wellness of all children and families.*

Design of Service

- How does the grantee ensure that:
 - the service of a mental health professional (or professionals) is on a regular **schedule of sufficient frequency to ensure the timely and effective identification of and intervention in family and staff concerns about a child?**

Design of Service (cont.)

- 1304.24(a)(3) -- Mental health program services must include a **regular schedule of on-site mental health consultation involving the mental health professional, program staff, and parents on how to:**
- 1304.24(a)(3)(i) -- **Design and implement program practices responsive to the identified behavioral and mental health concerns of an individual child or group of children;**

Design of Service (cont.)

- **...1304.24(a)(3)(ii) -- Promote children's mental wellness by providing group and individual staff and parent education on mental health issues;**

Design of Service (cont.)

- **1304.24(a)(3)(iv) -- Utilize other community mental health resources, as needed.**

Design of Service (cont.)

- 1304.21(c)(1) -- Grantee and delegate agencies, in collaboration with the parents must implement a curriculum that...
- **(iii) integrates all educational aspects of health, nutrition, and mental health services into program activities;**

Design of Service (cont.)

- How will you know if the services are designed and managed to ensure timely and effective identification and intervention?
 - Observations, Interviews, Document and File Reviews and...
 - Looking at the Program Systems for Planning and Management

Written Plans for Mental Health Service

- Is there an up-to date written plan for implementing mental health services?
- Have parents and **community partners** contributed to the plan?

Written Plans for Mental Health Service (cont.)

- 1304.51(a)(1)(iii) -- The development of **written plan(s) for implementing services in each of the program areas** covered by this part (e.g., Early Childhood Development and Health Services, Family and Community Partnerships, and Program Design and Management). (See the requirements of 45 CFR Parts 1305, 1306 and 1308.)

Written Plans for Mental Health Service (cont.)

- 1304.51(a)(2) -- All written plans for implementing services, and the **progress in meeting them**, must be **reviewed by the grantee or delegate agency staff** and reviewed and approved by the **Policy Council or Policy Committee at least annually**, and must be revised and updated as needed.

Record-Keeping Related to Mental Health

- Has the grantee established and maintained efficient and effective record-keeping systems to provide accurate and timely information regarding children, families and staff?
- Does the grantee ensure appropriate confidentiality of this information?

Record-Keeping Related to Mental Health (cont.)

- 1304.51(g) -- Record-keeping systems

Grantee and delegate agencies must establish and maintain **efficient and effective record-keeping systems to provide accurate and timely information** regarding children, families, and staff and must ensure appropriate **confidentiality** of this information.

Reporting Mechanisms for Mental Health

- Does the grantee maintain efficient and effective reporting mechanisms?
- What are the reporting mechanisms for mental health services?

Reporting Mechanisms for Mental Health (cont.)

- 1304.51(h) -- Reporting systems

Grantee and delegate agencies must establish and maintain efficient and effective reporting systems that:

Reporting Mechanisms for Mental Health (cont.)

- 1304.51(h)(1) -- Generate **periodic reports of financial status and program operations** in order to control **program quality, maintain program accountability**, and advise governing bodies, policy groups, and staff of program progress, and
- 1304.51(h)(2) -- Generate official reports for Federal, state, and local authorities, as required by applicable law.

Self-Assessment of Mental Health

- Does the grantee conduct a yearly self-assessment of their effectiveness and progress in meeting their goals and objectives?
- Does the self-assessment explore effectiveness of mental health issues including services to staff, parents, and children?
- How do staff determine in the self-assessment whether the program's mental health professional is on a schedule of sufficient frequency to enable the timely and effective identification of and intervention in...?

Self-Assessment of Mental Health (cont.)

- 1304.51(i)(1) -- At least **once each program year**, with the consultation and participation of the policy groups and, as appropriate, other community members, grantee and delegate agencies **must conduct a self-assessment of their effectiveness and progress in meeting program goals and objectives** and in implementing Federal regulations.

Organizational Structure to Support Mental Health

- How does the grantee ensure that it maintains an organizational structure that supports the accomplishment of program objectives including providing staff supervision and support?

Organizational Structure to Support Mental Health

- 1304.52(a)(1) -- Grantee and delegate agencies must establish and maintain an **organizational structure that supports the accomplishment of program objectives**. This structure must address the **major functions and responsibilities assigned to each staff position** and must provide evidence of **adequate mechanisms for staff supervision and support**.

Organizational Structure to Support Mental Health (cont.)

- 1304.52(a)(2) -- At a minimum, grantee and delegate agencies must ensure that **the following program management functions are formally assigned to and adopted by staff within the program:**
- 1304.52(a)(2)(ii) -- Management of early childhood development and health services, **including** child development and education; child medical, dental, and **mental health**; child nutrition; and, services for children with disabilities; and

Staff Qualifications for Mental Health

- How does the grantee ensure that staff and consultants have the knowledge, skills, and experience to perform their assigned functions responsibly?

Staff Qualifications for Mental Health (cont.)

- 1304.52(b)(1) -- Grantee and delegate agencies must **ensure that staff and consultants have the knowledge, skills, and experience they need to perform their assigned functions responsibly.**

Staff Qualifications for Mental Health (cont.)

- 1304.52(d) -- Qualifications of content area experts.

Grantee and delegate agencies must hire staff or consultants who meet the qualifications listed below to provide content area expertise and oversight on an ongoing or regularly scheduled basis. **Agencies must determine the appropriate staffing pattern necessary to provide these functions.**

Staff Qualifications for Mental Health (cont.)

- **1304.52(d)(4) -- Mental health services must be supported by staff or consultants who are licensed or certified mental health professionals with experience and expertise in serving young children and their families.**

Staff Mental Wellness

- How does the grantee make mental health and wellness information available to staff with concerns?
- What plans or structures does the agency have in place for psychiatric emergencies for adults?

Staff Mental Wellness (cont.)

- **1304.52(j)(3) -- Grantee and delegate agencies must make mental health and wellness information available to staff with concerns that may affect their job performance.**

Training and Development

- How does the grantee ensure that new staff, consultants, and volunteers receive an orientation that includes at a minimum the goals and underlying philosophy of EHS and HS and the ways in which the program is implemented?

Training and Development (cont.)

- 1304.52(k) --Training and development
- 1304.52(k)(1) -- Grantee and delegate agencies **must provide an orientation to all new staff, consultants, and volunteers that includes, at a minimum, the goals and underlying philosophy of Early Head Start and/or Head Start and the ways in which they are implemented by the program.**

Training and Development (cont.)

- 1304.52(k)(2) -- Grantee and delegate agencies must establish and implement a **structured approach to staff training and development**, attaching academic credit whenever possible. This system should be designed **to help build relationships among staff and to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities**, in accordance with the requirements of 45 CFR 1306.23.

Coordination with Disabilities Services

- How does the grantee arrange for and/or provide special education and related services necessary to foster the maximum development of each child's potential and to facilitate participation in the regular Head Start program (including children with mental health related special needs)?

Coordination with Disabilities Services (cont.)

- 1308.4(h) -- The grantee or delegate agency **must arrange or provide special education and related services necessary to foster the maximum development of each child's potential and to facilitate participation in the regular Head Start program** *unless the services are being provided by the LEA or other agency.* **The plan must specify the services to be provided directly by Head Start and those provided by other agencies.**

Coordination with Disabilities Services (cont.)

- 1308.4(h) cont. -- The grantee or delegate agency must arrange for, provide, or procure services which may include, but are not limited to special education and these related services:
- 1308.4(h)(5) -- **Psychological services such as evaluation of each child's functioning and interpreting the results to staff and parents; and counseling and guidance services for staff and parents regarding disabilities;**

Coordination with Disabilities Services (cont.)

- How does the grantee ensure that there is coordination between the Disabilities Coordinator and the staff person responsible for the mental health component?

Coordination with Disabilities Services (cont.)

- 1308.18(b) -- The grantee must ensure **coordination between the disabilities coordinator and the staff person responsible for the mental health component** to help teachers identify children who show signs of problems such as possible serious depression, withdrawal, anxiety or abuse.

Community Partnerships and Resources

- How does the grantee demonstrate that they have taken affirmative steps to establish ongoing collaborative relationships with community organizations to promote the access of children and families to community services that are responsive to their needs?

Community Partnerships and Resources (cont.)

- How does the grantee ensure successful transitions for enrolled children and families (including children and families with mental health concerns) from previous child care programs into EHS or HS and from HS into elementary school or other child care settings?

Community Partnerships and Resources cont.

- **1304.41(a)(1)** -- Grantee and delegate agencies must take an **active role in community planning to encourage strong communication, cooperation, and the sharing of information among agencies** and their community partners and **to improve the delivery of community services to children and families** in accordance with the agency's confidentiality policies. Documentation must be maintained to reflect the level of effort undertaken to establish community partnerships (see 45 CFR 1304.51 for additional planning requirements).

Community Partnerships and Resources (cont.)

- 1304.41(a)(2) -- Grantee and delegate agencies must take affirmative steps to **establish ongoing collaborative relationships with community organizations** to promote the access of children and families to **community services that are responsive to their needs, and to ensure that Early Head Start and Head Start programs respond to community needs, including:**
 - 1304.41(a)(2)(ii) -- **Mental health providers;**

Community Partnerships and Resources (cont.)

- 1304.41(c)(1) -- Grantee and delegate agencies must **establish and maintain procedures to support successful transitions** for enrolled children and families from previous child care programs into Early Head Start or Head Start and from Head Start into elementary school, a Title I of the Elementary and Secondary Education Act preschool program, or other child care settings. These procedures must include:

Community Partnerships and Resources (cont.)

- **1304.41(c)(1)(ii) -- Outreach to encourage communication between Early Head Start or Head Start staff and their counterparts in the schools and other child care settings including principals, teachers, social workers and health staff to facilitate continuity of programming;**